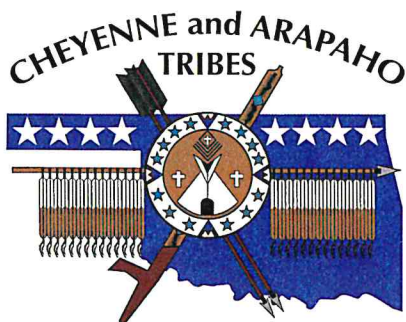


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

Vacancy Announcement

Job Title: Substitute Teacher Aide
Supervisor: Center Supervisor, Education Manager, Assistant Director, Director
FLSA Status: Non-exempt
Employment Status: On-call, as needed 9:00 – 3:00
Location: Canton, Clinton, & Concho, OK
Issue Date: July 21, 2020 **Closing Date:** Until Filled

All staff work toward this overall program goal: To assist each child in developing to his/her potential, and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children.

GENERAL OBJECTIVE: The Substitute Teacher Aide is responsible to work cooperatively with an assigned Teacher and assist in all realms of the classroom, playground, field trips and other planned activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Mandatory reporter of all suspected incidents of child abuse and neglect.**
- **Drug Free Policy – No tolerance.**
- **In the event of a disaster, Head Start employees are required to provide assistance in accordance with the tribe's Emergency Operations Plan or their level of training (CPR and/or First Aid).**
- **All Cheyenne & Arapaho Tribes Head Start applicants must submit mandatory criminal background check information to the Personnel Department before employment with the program, or following any conviction occurring after commencement of employment.**

Duties and Responsibilities

Substitute Teacher Aide

- Responsible for adhering to the Performance Standards and meeting the requirements of the early childhood content area and nutrition content area.
- Assist in maintaining complete and accurate child files, forms, and report within allotted timelines necessary for Education Manager & Family & Community

Partnership Manager to document and track needs of children and services to be provided.

- Responsible for children in their assigned class to include: screenings/assessment, referrals, IEPs, goal planning in partnership with parents.
- Assist in conducting two home visits per year with each family of class members.
- Assist in creating a positive and clean environment conducive to learning and in compliance with Head Start standards.
- Assist in developing monthly lesson plans both culturally and age appropriate.
- Assist in maintaining anecdotal report on child behaviors observed during class time for individualization and assessment completions.
- Work cooperatively with Education manager.
- Utilize modeling and demonstrate effective ways to guide young children.
- Drive buses or serve as monitor daily or as needed.
- Responsible for participation in center wide activities for thematic units, field trips, etc.
- Assist in communicating with Family Service Coordinator for identified issues or suggested parent trainings.
- Follows rules and regulations as set forth by the Tribal Council, in conjunction with Tribal Personnel Policies and Procedures Manual.

Program participation and Team Member

- Arrive to work on time, punctually attends and actively participates in all program activities to include site, component, and staffing team meetings, all staff meetings, overnight retreats and trainings.
- Required to be respectful, cooperative and reliable team member and participant in program activities.
- Projects a professional work image, both in dress and manner. Required to dress in solid scrubs approved by Policy Council.

Confidentiality

- Required to respect the confidentiality of information about enrolled children and families, personnel issues, and other program operations as appropriate.

Training

- In consultation with supervisor, develops own professional work goals and training plan. Participates in training as requested.

Qualifications

- Must have a valid OK Driver's license and be willing to obtain a CDL and Bus Driver's Certificate within 90 days of hire.
- Must be in good physical health which allows lifting and moving.
- Knowledge of Head Start is desirable.
- Ability to work independently.

- A high school diploma or GED.
- Must be familiar with federal, regional, state, and local tribal regulations as they apply to the specific area of program operations.

Other Requirements

- Ability to function effectively in cross-cultural situations.
- Ability to understand and practice warmth, empathy and genuineness in work with staff, parents, and community.
- Demonstrates leadership ability in areas of planning, organizational, and communication.
- Obtain and hold a current food handler's card/first aid and CPR.
- Valid CDL license with bus driver's license.
- Maintain compliance with Criminal History Registry.
- Random Drug Testing.
- Knowledge of the Head Start Performance Standards.
- Be a positive role model.
- Cheyenne and Arapaho Preference.

Physical Qualifications

Ability to manage physically-active children, ages three to five within a weight range up to 60 lbs., lifting, restraining, guiding, pursuing, withstanding sudden movements.

I have read the above job descriptions. I understand it and will fulfill my responsibilities to the best of my ability.

Signature

Date



**Cheyenne & Arapaho Tribes of Oklahoma
Head Start Program**

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at:
www.cheyenneandarapaho-nsn.gov